

[Company Logo]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Website URL]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[Recipient City, State, Zip Code]
[Salutation],
[Body of the letter]
[Closing],
[Your Name]
[Your Title]
[Company Name]